

INSTRUCTIONS FOR COMPLETING THE RESIGNATION OF AGENT UPON WHOM PROCESS MAY BE SERVED (FORM RA-100)

For easier completion, this form is available on the Secretary of State's website at <http://www.ss.ca.gov/business> and can be viewed, filled in and printed from your computer. The completed form can be mailed to Secretary of State, Document Filing Support Unit, 1500 11th Street, 3rd Floor, Sacramento, CA 95814 or delivered in person to the Sacramento office. If you are not completing this form online, please type or legibly print in black or blue ink.

Statutory filing requirements are found in California Corporations Code section [1503](#), [6211](#), [8211](#), [9660](#), [12571](#), [15627](#), [16309](#), [17061](#) or [18210](#); or Financial Code section [14101.6](#).

An agent designated for service of process by an entity registered with the Secretary of State may file Form RA-100 to resign as such agent. Upon filing Form RA-100, the authority of the agent for service of process to act in that capacity will cease, and the Secretary of State will give written notice of the filing to the entity.

FEES: There is no fee for filing Form RA-100. However, there is a \$15.00 special handling fee for processing documents delivered in person to the Sacramento office. The \$15.00 special handling fee must be remitted by separate check for each submittal and will be retained whether the documents are filed or rejected. The special handling fee does not apply to documents submitted by mail. Check(s) should be made payable to the Secretary of State. Note: Resignation of Agent forms are not filed in the regional offices.

Complete Form RA-100 as follows:

- Item 1.** Check the appropriate box indicating whether the entity is a corporation, limited liability company, limited partnership, limited liability partnership, registered general partnership, unincorporated association, foreign partnership (other than a foreign limited partnership) or foreign association. Check only one box.
- Item 2.** Enter the file number issued to the entity by the Secretary of State.
- Item 3.** Enter the name of the entity exactly as it is of record with the Secretary of State, including the entity ending.
- Item 4.** Enter the jurisdiction (state or country) under which the entity was organized.
- Item 5.** This statement declares intent to resign as agent for the subject entity and should not be altered.
- Item 6.** Form RA-100 must be signed and acknowledged by the resigning agent.



State of California

Secretary of State

RESIGNATION OF AGENT UPON WHOM PROCESS MAY BE SERVED

There is no fee for filing this form.

IMPORTANT – Read instructions before completing this form.

This Space For Filing Use Only

ENTITY TYPE (Identify the type of business from which you are resigning as agent. Check only one box.)

- | | |
|---|--|
| 1. <input type="checkbox"/> CORPORATION (domestic or qualified foreign) | <input type="checkbox"/> REGISTERED GENERAL PARTNERSHIP |
| <input type="checkbox"/> LIMITED LIABILITY COMPANY (domestic or registered foreign) | <input type="checkbox"/> UNINCORPORATED ASSOCIATION |
| <input type="checkbox"/> LIMITED PARTNERSHIP (domestic or registered foreign) | <input type="checkbox"/> FOREIGN PARTNERSHIP
(other than a foreign limited partnership) |
| <input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP (domestic or registered foreign) | <input type="checkbox"/> FOREIGN ASSOCIATION |

ENTITY FILE NUMBER (Enter the file number issued to the entity by the Secretary of State.)

2.

ENTITY NAME (Enter the name of the entity exactly as it is of record with the Secretary of State.)

3.

JURISDICTION (Enter the jurisdiction (state or country) under which the entity was organized.)

4.

STATEMENT OF RESIGNATION (The following statement declares intent to resign as agent and should not be altered.)

5. The undersigned hereby resigns as agent upon whom process may be served in California for the above-referenced entity.

EXECUTION

6. I declare I am the person who executed this instrument, which execution is my act and deed.

Date

Signature of Resigning Agent

Type or Print Name of Resigning Agent